

# QAA HE Review Action Plan

2015/2016



Code	Recommendation, affirmation or good practice	Action to be taken	Action by	Date for completion	Success indicators	CRAG	Notes
1	Ensure that the status of higher education courses advertised across all media for prospective students is clearly specified (Expectations B2 and C)	The accreditation status of all advertised programmes are published with the course information	May-16	03/06/2016	Website and prospectus information	C	DP and T&Q manager are auditing all information 06/06/16 A statement is published on the college website informing applicants that they will be notified of the qualification status before enrolment. Currently all qualifications offered are approved by the awarding body with the exception of the new HNC Sport that is awaiting awarding body approval. This has been recorded on the course information in CID that is recorded on the website.
2	Ensure consistent use of higher education course titles and reference to awarding partner validation across all media (Expectation C)	Published higher education course titles consistently reference the awarding partner validation	May-16	03/06/2016	Website and prospectus information	C	DP and T&Q manager are auditing all information. 06/06/16 CMs have checked Course titles and amended where there are 3errors e.g. Where BTEC HNC or HNDs now commence with 'Pearson BTEC'.

3	Produce separate programme specifications for each distinct Higher national Award and title to meet fully the requirements of the awarding organisation	Each higher national programme has a separate programme specification that accurately describes the award and title in line with the requirements of the awarding organisation	Jul-16	27/05/2016	2016/17 Programme specifications approved	G	Course leaders and T&Q manager have already amended 2015/16 programme specifications and will follow this format for 2016/17. 06/06/16 Programme specifications updated for 2016/17 by CLs to be submitted to TQM for approval on Weds 08/06/16. New HE qualifications have had programme specifications submitted to the awarding body and approved. Sport is still awaiting approval.
4	Ensure that external examiner reports are shared with students on Higher National Courses (Expectation B7)	External examiner reports are shared with students by the course leader of the programme and minutes of students comments recorded	Jul-16	22/07/2016	Minutes of meeting evidencing students views	G	Current External Examiner reports have been issued to students. As External Examiner reports are published they are being shared with HE students and CLs have been required to record student views. This will be reviewed in the HE meeting of 08/06/16
5	Systematically disseminate good practice to improve students' learning opportunities across the higher education provision (Enhancement).	Cross college HE meetings to record both the sharing of good practice and the impact of the practice when implemented	Sep-16	09/09/2016	Minutes of HE meetings evidencing sharing and implementation of good practice	A	HE minutes are recording good practice but still need to evidence impact. 06/06/16 HE meeting on 08/06/16 to record impact of end of unit surveys shared by the Foundation degree.

6	Provide timely information and training to all higher education student representatives to equip them fully in their role (Expectation B5).	All students' representatives are to be trained within the first 6 weeks of their programme.	Oct-16	21/10/2016	Training has been provided to all HE course representatives	A	Current years representatives have been trained. Additional training is required to prepare them for the students SER. 06/06/16 Training was provided for all student reps through 2 training sessions by the Tutorial/ Student Council lead. This training will be implemented within the first 6 weeks of 2016/17 .
7	Ensure that higher education students engage more fully as partners in the assurance and enhancement of their educational experience, and that the College monitors and evaluates the impact of student engagement (Expectation B5)	Improve student participation by targeting 100% of the of HE programmes in their involvement in surveys and forums	Dec-16	14/12/2016	HE curriculum manager to present to SMT evidence of good participation and engagement by 100% of HE programme	A	Currently curriculum managers report on HE participation by individual programmes. 06/06/16 Mechanical Engineering students have had talks at BMW which students say they enjoyed. The Foundation Degree in Children's learning and development have had a number of talks and visits including talks to support progression, most recently a corporate HR manager gave an engaging talk on the benefit of HE and how to manage their time effectively using a model of lead, manage and do to support the message.

8	Routinely monitor and evaluate the effectiveness of enhancement across the higher education provision (Enhancement).	Identify tangible targets of enhancement measures and audit compliance and effectiveness through quality and business reviews	Dec-16	27/05/2016	Map Quality and Business Review KPIs to measure and monitor enhancement implementation	A	DP and T&Q manager are in progress of reviewing the Quality and Business Review documentation to ensure enhancement is mapped into the curriculum managers responsibilities
9	Confirm: The actions taken to gather unit-level feedback systematically from students on Higher National courses (Expectations B3, B5 and B8)	Achieved	Completed	12/02/2016	Completed surveys for at least one unit in each programme	G	06/06/16 End of unit surveys have been consistently in use since February and their impact is now to be measured. (This action links to action point 5).